

## GODDARD SPACE FLIGHT CENTER

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**DIRECTOR OF SUBORBITAL & SPECIAL ORBITAL PROJECTS**

Manages and directs the NASA Sounding Rocket Program and the NASA Balloon Program, the NASA Shuttle Small Payloads Projects, and the NASA University Class Explorer Projects. Provides mission management and payload design, development, fabrication, and testing; experiment management support; launch operations; coordination of tracking and data acquisition; engineering and operational support, and technical skills to conduct aerospace and other project operations at Wallops and other locations around the world. Provides project interface with NASA Headquarters, Program offices, other government agencies, universities, private industry, and the international community. Plans and conducts launches of scientific payloads and aeronautical tests and other research development and related activities as requested by elements of NASA, the Department of Defense, private industry, other agencies, and the worldwide scientific community. Maintains and operates research facilities which include a range, research airport, and program support aircraft on a worldwide basis. Manages the National Scientific Balloon facility in Palestine, Texas, and Ft. Sumner, New Mexico. Responsible for the planning, management, implementation, and evaluation of the Directorate's space launch commercialization programs. Seeks to match Directorate capability to national and international needs. Facilitates the transfer of new knowledge and aerospace technology from Wallops programs into the public and private sectors. Implements educational outreach programs to share knowledge of and participation in WFF mission programs with colleges, universities, high schools, and the general public. Provides management and operations support for assigned research and technology projects. Functions as the senior official on site at WFF and assumes the ultimate responsibility for the safe conduct of all missions at WFF.

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**RESOURCES MANAGEMENT OFFICE**

Provides overall management guidance and supervision for resources for the Directorate. Develops and executes Directorate resources policies, plans, and procedures. Develops and coordinates resources budgeting requirements. Manages the allocations and review of resources, budget, manpower, and space. Develops and manages budget operating plans. Develops an accountability/productivity system for tracking and monitoring of Directorate and project-related work. Directs the business management activities carried out in the areas of financial analysis, pricing, scheduling, procurement, and general business. Coordinates with appropriate functional managers to ensure compliance with policies and regulations, applications of new techniques, and effective utilization of resources.

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**802      ADVANCED PROJECTS OFFICE**

Provides high-level management interface between the Directorate and other NASA organizations, other government agencies, tenants, and between the Directorate and commercial entities using or seeking use of Wallops Flight Facility (WFF) facilities or capabilities. Facilitates use of WFF for meeting national needs by proactively identifying matches between Directorate capabilities and the needs of emerging programs, both government and commercial, and plays a leadership role in fostering the use of WFF in meeting these needs. Leads the technical and management activities associated with the formulation phase of new projects. Maintains sufficient insight into WFF activities to provide technical assistance to the Director of, through review and evaluation of programs, resource allocations, management practices, safety issues, business practices, and customer satisfaction. Leads or supports Directorate strategic planning and activities which cross Directorate Office boundaries, including such areas as education, outreach, facility planning, and local community relations. Provides guidance and leadership to ensure that Directorate policies and activities comply with federal statutes, executive orders, Agency, and Goddard Space Flight Center Directives, and strategic plans. Maintains for the Directorate a comprehensive knowledge of strategic and routine business opportunities, project support requests and commitments, and customer feedback. Participates in the establishment and execution of business development and management practices and procedures.

**803      SAFETY OFFICE**

Plans, develops, and provides functional management of policies, procedures, and technical requirements for ground and flight safety and mission assurance for all Wallops offices and missions. In addition, systems safety and engineering analysis of ground and flight safety systems, environmental conditions, and operational activities are performed to identify risk and assure safety, reliability, and flight worthiness. Establishes and approves safety precautions for protection of personnel, property, and the public from hazards generated by ground and flight systems. These services are provided for all WFF managed projects, both locally and at remote locations. Implements the WFF occupational safety and health program including non-ionizing radiation protection, explosive safety, fire protection, and emergency preparedness. Supports the Executive Safety Council, the Employee Safety Committee, and the Contractor Safety Council, and provides management of the facility fire department. Provides safety management of payloads for small payload carrier systems. This includes payloads supplied by student teams from K-12 to university.

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**810      SOUNDING ROCKETS PROGRAM OFFICE**

Plans, organizes, and directs the NASA Sounding Rockets Program; provides program interface with NASA Headquarters, other government agencies, universities, private industry, and the international community. Manages spacecraft design and fabrication, vehicle engineering, analytical studies of rocket and payload performance, attitude control systems, payload recovery systems, mission management, and overall systems safety and reliability. Provides payload and mission management for the Student Launch Sounding Rocket Flight Projects. Provides technical management for research and development efforts and new technology efforts including feasibility studies, design studies, carrier and systems development, test and evaluation, and data analysis and reporting. Manages the NASA Sounding Rockets Program activities at the White Sands Missile Range, New Mexico, and the Poker Flat Research Rang, Alaska. Provides sub-orbital services including consultation, vehicles, hardware, payload services, and launch operations to other government agencies, industry, etc. Manages the NASA university grants and contracts for assigned principal investigators. Insures International Agreements, Contracts, Memorandums of Understanding, and Joint Project Implementation Plans are in place to accomplish the sounding rocket mission at domestic and foreign locations.

**820      BALLOON PROGRAM OFFICE**

Plans, organizes, and manages NASA Balloon Projects in support of scientific investigations, sponsored by NASA as well as other reimbursable government, commercial, and international agencies or organizations. Provides interface with the Program Office, NASA Headquarters, private industry, universities, and the international community; establishes general operating and safety guidelines and policies; provides NASA scientific grant review and administration; develops long range program planning, operates budgets and cooperative support agreements. Provides management and technical direction of the National Scientific Balloon Facility (NSBF) and support contract, including technical oversight and management of NSBF engineering and development efforts including feasibility studies, design studies, platform and systems development, test and evaluation, and data analysis and reporting. Provides technical management of balloon, lighter-than-air (LTA) and other inflatable structures/vehicle projects. Provides the basic understanding and tools necessary for maintaining and enhancing and reliability and capability of balloon flight vehicles and systems. Provides advanced research and development planning, support and management of advanced balloon, LTA, inflatable vehicles/structures

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as well as advanced mission, flight and ground support, systems. Provides technical review of failure, anomaly and incident investigations.

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**AIRCRAFT OFFICE**

Plans, organizes, and directs the activities required to carry out the GSFC responsibilities for aircraft operations; investigates new areas of aircraft support and plans aircraft capabilities to accommodate them. Provides support to projects using the program support aircraft; develops and implements rules and procedures for aircraft operations and support, provides for safety of operations; technically approves the use and modification of Center aircraft for project support; operates and maintains aircraft; provides range surveillance, aerial recovery and aircraft support to the Wallops range; operates program support aircraft on a worldwide basis; operates and maintains mission management aircraft. Manages contracts as assigned.

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**RANGE AND MISSION MANAGEMENT OFFICE**

Serves as the principle source of project management support for the Directorate's flight projects and operations. Responsible for overall management of the Test Range and mobile campaigns, including scheduling of resources, and coordination with external agencies such as other government agencies, commercial entities, and international organizations, and maintains agreements as necessary for such coordination. For individual projects, responsible for implementing projects safely, successfully, within assigned schedules and budgets, and managing project support personnel. Manages the Wallops Test Range facilities, including the research airport and the launch range; coordinates all Radio Frequency and laser radiation at Wallops. Provides overall definition, direction, and coordination of teams of specialists and instrumentation to acquire launch vehicle trajectory, payload, spacecraft, and other data from Wallops and remote locations on land and water throughout the world. Provides technical operational and management assistance to other organizations at Wallops as may be required. Provide coordination with engineering, technical, institutional, and other supporting organizations to obtain skills necessary to plan, manage, and conduct aerospace and other project operations at Wallops and other locations. Plan and coordinate with others, as necessary, the Wallops efforts to maintain and operate research facilities including the range, research airport, and operational support aircraft. Supports the NASA Sounding Rockets Program Office, the NASA Balloon Program Office, and other project activities; provides interface with other Wallops organizations, NASA organizations, government agencies, and with universities, private industry, and the international community.

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870      Educational Flight Projects Office

Responsible for design, development, test, integration, and flight of small payload carrier systems providing inspirational hands-on learning from student flight experiment opportunities on NASA vehicles. These carriers support payloads supplied by student educational teams at all levels from K-12 to university. Responsible for managing the integration of payloads with the carrier systems, provision of various services to the experimenter as requested, and managing the vehicle provider aspects of the missions. Serve as primary interfaces between NASA, the vehicle/carrier program, safety organizations, and the payload provider. Manage schedules balancing customer and carrier/vehicle requirements. Responsible for scheduling integration and launch related activities. Provide reports to various levels of NASA management. Manage overall effort of new development initiatives for educational carriers and projects.